

Minutes of the Meeting of the Main Board of the Corporation held on Thursday 4 October 2018, in Room CG4.E45, College Green, 4.30pm – 6.30pm

Committee Members: Lynne Baber (by telephone)
Geoffrey Channon
Richard Gaunt
Zahid Gill
Paul Jacobs (from 16.45)
Lee Probert, Principal and Chief (P&CE)
Peter Rilett (Chair)
Zoe Taylor (from 17.00)

Also in Attendance: Emma Jarman, Vice Principal, Curriculum & Quality (VPC&Q)
Joanne Ward, Clerk to the Corporation

Min. No.	
1.0	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Lis Anderson, Daniel Howarth, Keith Hutton, Katherine Patman and David Williams.</p> <p>Apologies were also received from Becky Edwards.</p>
2.0	<p><u>DECLARATION OF INTERESTS IN ANY OF THE ITEMS ON THE AGENDA</u></p> <p>No interests were declared</p>
3.0	<p><u>MINUTES OF THE MEETING HELD ON DATE 2018</u></p> <p>The Minutes of the meeting held on 19 July 2018 and the confidential minutes from the meeting held on 19 July 2018 were confirmed as an accurate record.</p>
4.0	<p><u>MATTERS ARISING</u></p> <p><u>Summary Report of Actions</u></p> <p>The Summary Report of Actions was NOTED and actions were confirmed to be complete or formed part of the agenda for the meeting.</p>
5.0	<p><u>Appointment of Chair, Vice Chairs and Chairs of Committees</u></p> <p>Governors AGREED the current Chair, Vice Chairs and Chairs of Committees would remain in their respective roles for 18/19:</p> <p>Chair of the Corporation – Peter Rilett Vice Chairs of the Corporation – Richard Gaunt and Geoff Channon Chair of Audit – Dan Howarth Chair of Business Services – Richard Gaunt</p>

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	<p>Chair of Curriculum and Quality – Geoff Channon Chair of Remuneration – Richard Gaunt Chair of Search and Governance – Peter Rilett</p> <p>It was AGREED that Committee membership would remain the same with the exception of Curriculum & Quality as Lis Anderson had requested to leave this Committee.</p>
6.0	<p><u>Review of Confidential Minutes</u></p> <p>The Clerk outlined the need for the Corporation to review the Confidential Minutes from 2017/18 to determine whether any could be marked as non-confidential.</p> <p>It was AGREED that the confidential minutes would be reviewed in full by The Clerk and The Principal.</p>
7.0	<p><u>Register of Members' Interests</u></p> <p>The Chair reminded Governors of the need to ensure the Register of Members' Interests remains up to date and asked that Governors send through amendments to the Clerk in the next 7 days. ACTION: ALL GOVERNORS</p>
8.0	<p><u>Principal and Chief Executive's Report</u></p>
8.1	<p>The P&CE outlined the key strategic updates in the report including the figures for student recruitment across all categories.</p>
8.2	<p>The P&CE summarised the current HE offer, highlighting where the College offers provision that no other institutions in the region offer and courses where numbers have grown. It was confirmed that further work would be undertaken to review this as part of the curriculum planning process for 2019/20.</p>
8.3	<p>Governors discussed the provision in the context of the current climate including the offer from other providers in the region and the current partnerships the College has with local HE institutions. Governors debated the need to further explore relationships with HE institutions and the potential impact if the College partnered more closely with one institution. It was reported that the P&CE would review HE by the end of the calendar year with a view to developing any alternative offer to start in 2020/21.</p>
8.4	<p>Governors discussed the widening participation remit of universities and the College's ability to be flexible to meet the needs of all communities including those who require part time study and more mature learners.</p>
8.5	<p>Governors considered the financial impact on a student who undertakes a foundation year course at a university compared to a student who studies an Access (to HE) course at a college. In the latter case, the fees will be 'written off' if the student continues on to higher levels of study.</p>
8.6	<p>Governors asked whether there would be a review of financial plans for 2019/20 for HE. The P&CE confirmed that figures would be reviewed.</p>

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9.0	<p><u>Safeguarding Annual Report</u></p>
9.1	<p>The Chair of Curriculum and Quality Committee confirmed that the Committee had approved the report and outlined the discussion regarding additional information to be provided.</p>
9.2	<p>Governors asked that the training Governors undertake be included in the report. ACTION: Director of Marketing, Communications and Customer Services.</p>
9.3	<p>Governors reflected on the increased figures around student mental health and wellbeing and offered to share with the College examples of initiatives and materials which had been used in other organisations. ACTION: Director of Marketing, Communications and Customer Services to discuss with Governors.</p>
9.4	<p>Governors APPROVED the annual safeguarding report.</p>
10	<p><u>Institute of Technology (Governance and funding)</u></p>
10.1	<p>Governors asked for further clarification around the proposed structure of the Institute of Technology (IoT).</p>
10.2	<p>The P&CE outlined the relevant Government policy and the requirement for one of the listed institutions to be the named partner. It was confirmed that representatives from the partner colleges would be directors of the subsidiary.</p>
10.3	<p>Governors asked for further clarity around revenue generation and provision. The P&CE confirmed that revenue would be generated in the same way as it is currently (through levy, non-levy or full cost recovery).</p>
10.4	<p>Governors asked whether the provision on offer would be in addition to that which the College currently offers. The VPC&Q confirmed it is a requirement that the Institute offer new provision. Governors asked whether the provision would include HE. The VPC&Q explained that the partnership includes a local HE institution.</p>
10.5	<p>Governors debated the potential risks of the College being part of the proposal and potential risks if the College chose not proceed. The P&CE highlighted the wider strategic benefits on offer and the role of employers.</p>
10.6	<p>Governors APPROVED the governance structure and funding for the Institute of Technology.</p>
11	<p><u>Quality Outturn 2017-2018: Achievement</u></p>
	<p>This item is recorded in the confidential minutes.</p>
12	<p><u>Early Enrolment Position (student numbers)</u></p>
	<p>This item is recorded in the confidential minutes.</p>

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<p>13</p> <p>13.1</p> <p>13.2</p>	<p><u>Latest Management Accounts</u></p> <p>The Chair of Business Services Committee outlined the accounts and the key areas of risks which had been discussed at Committee (September meeting).</p> <p>It was confirmed that there were no concerns about the rating of financial health for the College which should remain as satisfactory.</p>
<p>14</p> <p>14.1</p>	<p><u>Financial Outturn 2017-2018 (unaudited headlines)</u></p> <p>The Chair of Business Services Committee confirmed that the Committee had reviewed the documents and that it was expected that the outturn would turn out as predicted.</p>
<p>15</p> <p>15.1</p> <p>15.2</p> <p>15.3</p> <p>15.4</p> <p>15.5</p> <p>15.6</p>	<p><u>Accountability Framework Strategic Risks and KPIs</u></p> <p>The P&CE explained that both Business Services Committee and Curriculum and Quality Committee had requested that further work be undertaken on the strategic risks section of the document. Governors AGREED that the KPIs only would be reviewed. ACTION: P&CE to provide a revised strategic risks document to be reviewed at the next cycle of committees with a view to final sign off by December Main Board.</p> <p>Governors questioned whether all KPIs set are an improvement on the prior year. It was confirmed that they are and move the College closer to achieving national benchmarks where applicable.</p> <p>Governors highlighted the Apprenticeship KPI in terms of finance and achievement and asked if this was achievable. The P&CE outlined the work the College has been undertaken to increase Apprenticeship numbers including working with local employers and that the target was stretching but achievable given the opportunities in the City and the region.</p> <p>Governors asked about demographic increase of 16-18 year olds. The P&CE explained that this had started in 2018 and would continue to 2024. Governors discussed the College's market share which should lead to growth year on year recognising that within that time there would be sixth form provision established in the City.</p> <p>Governors asked when the new Estates Strategy would be agreed. It was confirmed that this would be available by the end of the academic year. The P&CE provided an update on the Construction Centre bid and confirmed that once the outcome of the bid was known the College would masterplan the whole estate to identify any underutilisation.</p> <p>Governors APPROVED the KPIs for 18/19</p> <p>Emma Jarman and Zahid Gill left the meeting for item 16 – Confidential Remuneration Item.</p>
<p>16</p>	<p>Remuneration – this item is recorded in the Confidential Minutes</p>

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	<p><u>ANY OTHER BUSINESS AND CLOSE</u></p> <p>There being no further business the Chair thanked Members for their attendance and closed the meeting at 6:00pm</p> <p>Joanne Ward, Clerk to the Corporation</p>

Signed as a correct record on (Date)

..... (Chair)